

Application for Free Library Service: Institutions

Return application to:

NH STATE LIBRARY
*in cooperation with the
National Library Service
for the Blind and
Physically Handicapped*

New Hampshire State Library
Talking Book Services
117 Pleasant Street
Concord, NH 03301
1-800-491-4200

Eligible applicants

Nursing homes, hospitals, and schools for the blind or physically handicapped may borrow equipment and reading materials for use by eligible patrons in either a group setting or for individual use. The institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution. Eligible residents, not the institution, are responsible for equipment borrowed directly using individual applications.

Public or private schools where handicapped students are enrolled may use this form; **however the students must submit individual applications and be certified as eligible on an individual basis by competent authority before service begins.**

In the case of reading disability from organic dysfunction, certification must be made by a doctor of medicine or doctor of osteopathy who may consult with colleagues in associated disciplines.

For music materials, i.e. scores, instructional recordings, music magazines, individual applications must be submitted.

Institutional information (Please print or type)

Name of institution: _____

Mailing address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: () _____ - _____ Extension: _____

A. The following persons are eligible for free library service:

1. Blind persons whose visual acuity, as determined by a competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of the visual field subtends an angular distance no greater than 20 degrees.

2. Other physically handicapped persons are eligible as follows:

(a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by a competent authority as preventing the reading of standard print materials.

(b) Persons certified by a competent authority as unable to read or unable to use standard print as a result of physical limitations.

(c) Persons certified by a competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.

B. In cases of blindness, visual impairment, or physical limitations, the administrator of the institution can serve as the certifying authority.

C. In the case of reading disability from organic dysfunction, a competent authority is defined as doctors of medicine (M.D.) and doctors of osteopathy who may consult with colleagues in associated disciplines.

D. Eligible readers must be United States residents, including the several states, territories, insular possessions, the District of Columbia or American citizens domiciled abroad.

Lending of materials and classes of borrowers

Institutions: The reading materials and playback equipment for the use of blind and physically handicapped persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically handicapped. These materials may also be used in public or private schools where handicapped students are enrolled; however, the students in public or private schools must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.

Veterans: Preference shall be given at all times to the needs of blind and other physically handicapped persons who have been honorably discharged from the armed forces of the United States.

The number of readers unable to read standard print material who will be served (individuals can be included in more than one category).

Talking book readers:

Braille readers:

Books, equipment, and accessories

(a) Your institution may borrow any of the following items. Check those that you wish to receive and indicate the quantity needed:

- | | Quantity needed |
|---|-----------------|
| <input type="checkbox"/> Books on tape and a cassette player (plays 2 and 4 track cassettes). | _____ |
| <input type="checkbox"/> Braille Books | _____ |
| <input type="checkbox"/> Braille magazines | _____ |
| <input type="checkbox"/> Print/Braille (twin vision) Books | _____ |

(b) Special accessories for cassette players are available. Please check any your institution would like from the list below.

- ☐ Headphones (only for use where speakers are not permitted).
- ☐ Amplifier (only for profoundly hearing-impaired individuals; ask for separate application).
- ☐ Breath Switch (only for individuals with little or no use of their extremities; must be used with remote control unit).
- ☐ Extension Levers (for individuals who have limited use of their hands).
- ☐ Pillow speaker (only for individuals confined to bed).
- ☐ Remote Control Unit (only for individuals confined to bed; ask for separate application).
- ☐ Solar Panel Battery Charger (only for individuals who do not have access to electricity).

Return of equipment

Playback equipment and special accessories are supplied to eligible institutions on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the New Hampshire State Library, Talking Book Services Section, 117 Pleasant Street, Concord, NH 03301.

Responsibility

Your institution must assign a specific staff member to be responsible for equipment, talking books, braille books, and any accessories provided by the New Hampshire State Library, Talking Book Services. These items are federal property and institutions are held accountable for their location and condition.

The staff member in your institution who will be responsible for this service and who will be contacted by the New Hampshire State Library. (Please print or type)

Name _____ Title _____

Records relating to reading material are confidential except for those portions defined by local law as public information.

Disability certification See Section B, page 2.

(Please print or type)

Name of administrator _____

Title _____

Street address _____ Telephone () _____ - _____

City _____ State _____ Zip _____

I certify that the institution named serves eligible patrons who are unable to read or use standard printed materials. I further certify that the reading materials and equipment borrowed will be used by such persons only.

Signature of administrator* _____ Date _____

**Original signatures required. Stamps, copies or faxes cannot be accepted.*

(Rev 1-07)